



Borough of Pottstown

Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525

Pottstown Parks & Recreation Summer Adventure Registration

Please complete ALL information; registration will not be processed without ALL information.

Please note, your enrollment is not guaranteed NOR will it be accepted until the registration fee is paid in full - \$40 for first child, \$35 for each additional child per household.

You may register in person or by mail with payment in full: beginning April 30, 2018. If after June 1st, please call for availability as space is limited (610) 970-6618.

Child's Name: _____ DOB: _____ Gender: _____

Address: _____ City: _____

State/Zip code: _____ Best Phone: _____

School: _____ Ethnicity (optional): _____ T-Shirt Size (Youth XS – XL) _____

Full day only

Parent/Guardian: _____

Cell: _____ Email: _____

Emer. Contact/Relationship: _____ Phone: _____

Please list **ANY** and **ALL** persons authorized to pick up camper – ***camper and any information will only be released to those indicated.***

Name/Relationship/Phone:	Name/Relationship/Phone:
Name/Relationship/Phone:	Name/Relationship/Phone:

List Camper Allergies (food/environment): _____

List ANY Medications your child is on: Please note, if the prescription medication needs to be given by camp staff, see accompanying Medicine Authorization form to be completed BY PHYSICIAN:

List any health or behavioral conditions our staff needs to be made aware (i.e.: ADD, ADHD, etc.):

Full day option: This year, our camp program will be held at the old **Edgewood Elementary** (now Cottage Seven Academy) from 8:00am - 5:00pm. Please indicate your child's registration below:

Indicate which days your child will be at camp – **they must be the same each week** – please circle

5 full days

3 full days: _____
which **same** days

2 full days: _____
which **same** days

Check weeks of attendance: indicate vacation week to ensure proper ratios

June 18 - June 22: _____

July 23 - July 27: _____

June 25 – June 29: _____

July 30 – Aug 3: _____

July 2 – July 6: _____

Aug 6 – Aug 10: _____

(No camp Wednesday 7/4)

July 9 - July 13: _____

Aug 13 – Aug 17: _____

July 16 - July 20: _____

Extended care needed? Morning, afternoon, both – indicate here: _____

- Extended care is available for the full day program from 7:30-8:00am AND/OR 5:00-5:30pm for an additional \$10 per week.
- From time to time, a part-time family may need an extra day of care additional to the days indicated; this is available **with prior scheduling through the P and R office** for an additional \$25 per day- please call (610) 970-6618. Refer to Enrollment Agreement form for additional information.

(Some non-local field trips are available only with extra fees not to exceed \$15 – check camp calendars)

AM only option: The am only program will be from 8:30am – 12:30pm – no extended care is offered.

Check weeks of attendance:

June 18 - June 22: _____

July 23 - July 27: _____

June 25 – June 29: _____

July 30 – Aug 3: _____

July 2 – July 6: _____

Aug 6 – Aug 10: _____

(No camp Wednesday 7/4)

July 9 - July 13: _____

No half day camp the last week

July 16 - July 20: _____

Food Information: our program includes lunch, our full day program includes an afternoon snack as well, menus will be provided closer to camp start.

Will your child be participating in the Summer food program offering? Y/N _____

*** If no, you will pack lunch daily while in attendance.

If you have any questions not answered here, please call the office at (610) 970-6618



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Parks and Recreation Summer Adventure Camp Enrollment Agreement

The following information pertains to the 2018 Summer Camp Schedule for children enrolled:

CHILD'S NAME: _____ DOB: _____

Dates of Operation: June 18, 2018 through August 17, 2018 (no camp July 4 in observance of Independence Day)

Hours of operation: Full time camp hours (included in the basic tuition): 8:00am – 5:00pm; Half day 8:30am – 12:30pm.

Extended care: available for an extra fee of \$10 per week 7:30-8:00am and/or 5:00-5:30pm

Financial Terms:

- **A Resident is defined as someone who lives in, and pays taxes to the Pottstown School District/Borough of Pottstown.**
- Full-time registration is defined as 5 full days per week. Part-Time Registration is defined as 3 full days or 2 full days per week and am only.
- The undersigned is responsible for paying tuition based on the registration schedule indicated on the Registration Form regardless of whether or not registrant attends when scheduled to.
- There is no program on July 4th. Tuition fees are not subject to prorated amounts for illness, holidays, or any reason for non-attendance of registrant. If the scheduled days that your registrant attends change permanently in any way, you must notify the Parks and Recreation Department immediately to ensure availability– (610) 970-6618.
- A security deposit equal to one week of tuition is due no later than June 1, 2018. **This security deposit will be applied to the last week of camp registrant is in attendance.**
- If registering for a part time schedule, they must be the same days each week to account for adequate staffing.
- A late pick up fee of \$20 per registrant will be assessed for every 20 minutes past 5:30pm up to one hour; parent will be called when late and if more than one hour, local authorities will be contacted.
- Tuition is due weekly; if tuition is in arrears, a \$20 late fee will be assessed for each week not paid.
- **TUITION IS DUE IN ADVANCE** of services being rendered, tuition must be paid one week in advance and no later than Monday morning at drop-off. If registrant does not attend camp on Mondays, tuition **MUST BE** paid in advance.
- Tuition in full, in the amount of registered days, is due whether registrant is in attendance or not, with the exception of scheduled vacation week.
- Accounts that are two weeks in arrears will result in immediate termination of services; however, upon payment in full, enrollment can be reinstated.
- Additional fees will apply to some scheduled field trips, with the exception of mini golf, bowling, or roller skating (except skate rental fees). You will be informed as to the extra cost well in advance of the trip. These charges are due with tuition. If your child's registration indicates they are going to be present for an additional cost trip, yet they do not attend, you are still liable for payment for that trip as tickets are purchased in advance.
- Payments from families with prior unpaid returned checks must be in the form of credit card, a money order, or cash
- **NO CASH payments will be accepted at the camp site.** The following forms of payment are accepted:
 - Personal check or money order made payable to 'The Borough of Pottstown' at the camp site
 - Cash, Check, or Credit Card in person at Borough Hall, Parks and Recreation Department
 - Credit card via phone by calling (610) 970-6618, we accept Visa, MasterCard, and Discover.

Registration and Tuition Pricing:

- A Non Refundable registration fee is due for each registrant - \$40 for the first child, \$35 for additional sibling(s) per household. **Registration is not guaranteed and will not be accepted until registration fee is paid in full.**
- Security Deposit: One full week of tuition equivalent to registered attendance is **due by June 1**; this will be applied to the registrant’s last week of camp. Weekly tuition pricing per child is as follows:
 - 5 full days - \$100 resident, \$110 non-resident
 - 3 full days - \$75 resident, \$80 non-resident
 - 2 full days - \$50 resident, \$55 non-resident
- A One-time swimming fee of \$40 per child is **due by June 1, 2018** unless proof of membership at North End Pool is produced.
- Extended care - \$10 per week (7:30–8:00am **and/or** 5:00-5:30pm whether it’s one day or all five).

** Additional day charge – there are times when a Part-Time registrant may need an extra day of care. In this instance, please contact the Programs Coordinator at Parks and Recreation for approval in advance to ensure adequate staffing. The charge for this will be \$25 per diem. (610) 970-6618

Policies & Procedures:

- For the safety and security of all the registrants in our care, there is **no drop off/pick up from a field trip – drop off and pick up only at the camp site.**
- Only those designated by parent/guardian on registration forms will be authorized to pick child up from camp. If you need to add a pickup person, call the office to do so. **Adding an individual to the sign in sheet is not adequate and your child WILL NOT be released.**
- Summer Adventure camp staff will release your child only to you or a designate on the registration form. **For safety reasons, we will request all authorized persons to produce a government issued photo ID card at time of pick up (minimum age 16).** In the event of an emergency which necessitates a person that is not identified on the registration form to pick up your child, you must notify the Parks and Recreation office in advance at 610-970-6618 and supply complete legal name, address, and phone number of said person. **Your child will not be released without prior authorization – remind all persons picking up child that they will need ID.**
- In the event there is a custody issue between parents/guardians, please provide a copy of the custody agreement at time of registration to the Parks and Recreation office to be kept securely on file.
- Parks and Recreation staff will not provide any information to anyone over the phone about a registrant to anyone not listed as an authorized pick up person.
- Parks and Recreation reserves the right to dis-enroll a registrant at any time for lewd behavior, foul language, or safety concerns of the other children in our care or staff in our employ. Please see Code of Conduct for additional information.

I hereby attest that I have read and understand the enrollment agreement and policies that have been provided to me. I understand that I am responsible for paying the amount of tuition for which I register. I agree to abide by all the policies and procedures defined above. My signature is an acknowledgement of my acceptance and understanding of the enrollment agreement, financial terms, and responsibilities hereto assigned. This document is enforceable under the laws of Pennsylvania.

Parent/Guardian Print: _____

Date: _____

Parent/Guardian Signature: _____



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Parks and Recreation Summer Camper Code of Conduct

The Pottstown Parks and Recreation Department is committed to providing a safe, memorable, and fun-filled, experience for all participants. To ensure the safety of all campers and employees and to maintain a fun and inclusive program, we require that all program registrants (**both parent/guardian AND the child**) review and sign the Code of Conduct outlined below. Your signature indicates you agree to abide by all rules and requirements listed below.

Please read, sign, and, return no later than first day of camp June 18, 2018.

I agree that I will...

1. **Maintain respect for the physical well-being of myself, other campers and staff:** No fighting or horseplay. Do not touch other campers.
2. **Maintain respect for the possessions of others:** If it does not belong to you, do not touch it without permission.
3. **Use respectful communication** – no foul or lewd language, do not use hurtful words towards others, or backtalk to camp staff.
4. **Maintain respect for school property:** Do not do anything to damage school property. Regardless of the fact that it is Summer, all school rules still apply.
5. **Stay within visible sight of Summer staff at all times:** Do not wander off or leave the area designated for activities without asking for permission from staff.
6. **Follow directions given to me by the Summer program staff.** Do not disobey or obstruct instruction/direction from program staff.
7. **Follow good rules for solving conflicts without violence:** In the event you are having a problem with another camper, inform a camp staff employee. Do not retaliate by touching the other camper or using foul/ inappropriate/ deliberately combative language. The staff are here to help you look for resolution without escalation.
8. **Do not engage in bullying:** There is a zero tolerance for bullying behavior.
9. **Follow all rules while participating in the program regardless of the location:** When on a field trip, the same rules apply. Respect the private and public property of the field trip destination. Respect the camp staff at all times.
10. **Participate in camp activities.** While at camp you will be engaged in small and large group activities.

Failure to comply with this code of conduct could result in the following disciplinary actions depending on the severity of the misbehavior. Please note that some conduct is deemed more unacceptable than other conduct and more advanced disciplinary actions as indicated may be applied directly:

- Verbal warning
- “Time out” for a period of time up to the conclusion of the activity occurring at that time
- Phone call to parent/guardian informing them of the action.
- A meeting with camper, parent/guardian, onsite camp management, and Programs Coordinator
- A call to parent/guardian to pick camper up for remainder of the day.
- Suspension up to one week.
- Expulsion from the program for the remainder of the summer.

MUST BE SIGNED BY CAMPER AND PARENT/GUARDIAN:

Camper Signature

Parent/Guardian Signature

Date



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Pottstown Parks and Recreation Summer Adventure Camp

Transportation Authorization, Swimming Authorization, and Photo Release for Minors

Please complete and return no later than the first day of camp – June 18, 2018

Child's name: _____ (please print) DOB: _____

Parent/Guardian: _____ (please print)

Part 1: Transportation

Transportation to and from field trips by school bus as listed on the attached pages and swimming two times weekly for full day campers at the North End Swim Club.

I hereby give permission for my child to participate in all adult supervised activities for the Summer Adventure program 2018 as stated above and to be transported by bus according to the field trip schedule.

(Signature)

(Date)

Part 2: Swimming

I hereby give permission for my child to participate in the full day enrollment swimming trips to the North End Swim Club twice weekly, which is supervised by camp staff and pool lifeguard staff.

(Signature)

(Date)

Part 3: Photo Release for Minors

I hereby give permission for images of my child during Summer Adventure camp 2018 through video, photo and digital camera to be used solely for the purpose of the Parks and Recreation department's promotional materials, and waive any rights of compensation or ownership thereto.

(Signature)

(Date)